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**JOB VACANCY FORM**

- X Full-time
- □ Part-time
- □ Summer-Job
- □ Internship

**Job Title:** Safety & security Field officer - SSFO

**Reference Number:** 011113-2

**Company Description**

- TYPE: □ Local  □ Regional  X Multinational

**INDUSTRIAL SECTOR:** Non-profit

**BRIEF FIRM PROFILE/DESCRIPTION**

**FIRM WEBSITE:**

**Job Description**

**BRIEF JOB DESCRIPTION:**

**Job purpose**

The main purpose of the SSFO is to act as focal point by undertaking a technical support function, ensure effective access to beneficiaries by cooperation and coordination with program, and have an advisory role to Field manager. The SSFO leads, controls, and monitors the implementation of the organizations security management system at field level, and aims to reduce the risks by seeking creative solutions for mitigation to company’s staff, programs, assets, organisation, and beneficiaries. The SSFO is to work closely with the Field Manager, program staff and the field office senior management to ensure adequate focus and resources are timely put into risk management, as well as organisational and individual duty of care in the operations. The SSFO is to work towards providing field staff with a minimum level of required knowledge, through briefings, and ensuring availability of training as the threat environment dictates. The SSFO is to have an active role in management of critical incidents, as well as in crisis situations at field office level.

**Reporting to**
SSFO reports to, and acts as an advisor to the Field manager in day to day operations, but is delegated the role and responsibilities for upholding and implementing company’s guidelines and SOPs. In addition, s/he maintains a technical reporting line to the CSSFP/SA for advice and guidance on security technical issues, priorities, and is also free to communicate directly with HQ security section whenever in need for support or advise to priorities.

**Level of Authority**
The level of authority will be decided on individual basis by the CD, but the below would be a baseline guidance for delegation of authority.

- The SSFO has the authority to instruct staff to undertake and comply with instituted SOP’s, contingency plans, and requirements ratified by HQ, CD/SA/FM.
- SSFO can authorize and instruct in the temporary closure of a project site, after consultation with FM and CSSFP/SA
- SSFO can authorize, after consultation with the SA/CSSFP and the CD, the upgrade of field security alert levels up to level 4
- SSFO can and shall advise on repercussions for security breaches observed

**Tasks and responsibilities**
The SSFO shall:

**Security and risk management**

- Advise and support the field office senior management on all safety and security aspects of and contribute to the fulfillment of the objectives of company’s Country Strategy and HQ security strategy
- Support in the implementation, and ensure compliance to company’s Security framework.
- Dedicated member of the field office management team
- Represent in relevant UN/INGO/NGO/security forums.
- Guide, adapt, and monitor implementation of security procedures and regulations
- Take lead in the development and annually revision of field office security plans, hereby fire-, relocation-, hibernation-, compound and location evacuation plans and SOP’s, as well as give necessary feed in to country security plan.
- Support in providing updated strategic analysis of local political, social and/or military context, analyze, and assess possible development and impact on current and new company’s operations and environment.
- As situation requires, and at least annually, conduct participatory security risk assessments (SRA) in line with company’s Security risk management model
- By close monitoring of the security environment, troubleshoot, explore, and adapt new and/or additional risk mitigating safety and security measures, suggest and advise on implementation and adaptation.
- Support the program staff in planning and implementing risk mitigation strategies (acceptance, deterrence, protection) in order to improve access
- The SSFO also acts as a point of contact for staff to present their security and safety concerns to management in a formal (and if necessary confidential) way.
- Record and map internal and humanitarian sector safety and security incidents for the purpose of adapting local SOP’s and risk mitigation strategy
- Assist in preparing and ensuring Incident reports are submitted in a timely fashion
- Safety and security post incident analysis and follow up
As part of regular office update meetings, give ideally weekly security briefing with updates on latest developments and past relevant incidents

Report and advise on repercussion for security breaches recorded

Training
- Ensure all new personnel are given a security arrival brief immediately upon arrival or hire.
- Facilitate capacity building and education of staff in their effort to perform their duties safely
- Train office staff in current SOP and contingency plans, as well as in minimum requirements as identified within the company security framework
- Identify shortcomings and conduct capacity building to improve staff ability to manage risk by knowledge and awareness of general and country-specific security management guidelines and processes as required.
- Identify need and facilitate training of all company’s staff in general safety and security including as a minimum; Fire-, Compound and region relocation- and Evacuation drills, first aid, and in the use of communication equipment.

Networking and coordination
- Build network (communicate, exchange information and co-operate) on security issues with relevant (predominantly local) actors in the areas of current and potential programme implementation.
- Participate in, and support existing humanitarian sector security coordination and collaboration mechanisms.
- In particular, in coordination with the SA/FM, focus on building necessary networks, liaise, and nurture existing relationship with members of local security apparatus, international military, none state armed actors, and/or other relevant actors in company’s operational environment
- Undertake or take part in negotiation of humanitarian access whenever required and in coordination with the FM.
- Network, seek and require support in risk management best practice from other in country security staff, with an focus on retrieving lessons learned from post critical incident analysis.

Reporting
- Safety and security incident reporting
- Report on a regular basis on safety & security risks and advice on way forwards to FM
- Contribute to weekly country security report to company’s HQ Oslo
- Upon request, provide input to bi annual risk and hardship survey in connection with risk and hardship grading at HQ

JOB LOCATION(S):
City: Baalbek - Bekaa  Country: Lebanon

DEGREE:
X Bachelor  □ Master is a plus  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS:
- Preferably high school level of education
• Relevant work experience might compensate for formal education.
• Preferably basic Military or police training, or been exposed to such an environment and interaction.
• Basic Security management education in the form of workshops or seminars

WORK EXPERIENCE:
• Preferably minimum 5 years relevant experience in humanitarian work, preferably in the UN or INGO environment
• Desirable experience from humanitarian operations, preferably within the field of information management as related to security management and operational planning
• Demonstrated ability to work under difficult conditions and a high degree of pressure
• Preferable experience by undertaking a role and tasks related to staff safety and security

SKILLS:
Languages Skills: English Arabic □ French Other:

Computer Skills:

  Other Skills:
• Experience in liaising with communities, civilians, police and/or military government authorities as well as with regional institutions preferable
• Political and cultural knowledge/awareness, and experience of working in settings where insecurity has been on the agenda
• Analytical thinking/skills and experience
• Leadership and management skills
• Understanding of complex emergencies and crisis contexts
• Awareness of gender and cultural issues
• Proven communication, interpersonal and negotiation skills
• Good communication skills, both oral and written, in English
• Average computer literacy
• Holder of a valid driver’s license

Personal qualities
• Professional pride
• Strong level of integrity and moral
• Goal oriented and visionary
• Ability to handle a large workload, work under pressure, independently and with limited supervision
• Ability and willingness to work and live under difficult circumstances
• Ability and willingness to be mobile
• Flexible and creative, and it helps if you have a sense of humor

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation □ Health Insurance □ Return Ticket □ Bonus
How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 011113-2

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.